Office of the Assistant Secretary of the Navy
(Financial Management and Comptroller)

Department of the Navy

Financial Improvement Plan (DON FIP)

Accounts Payable

3 November 2004

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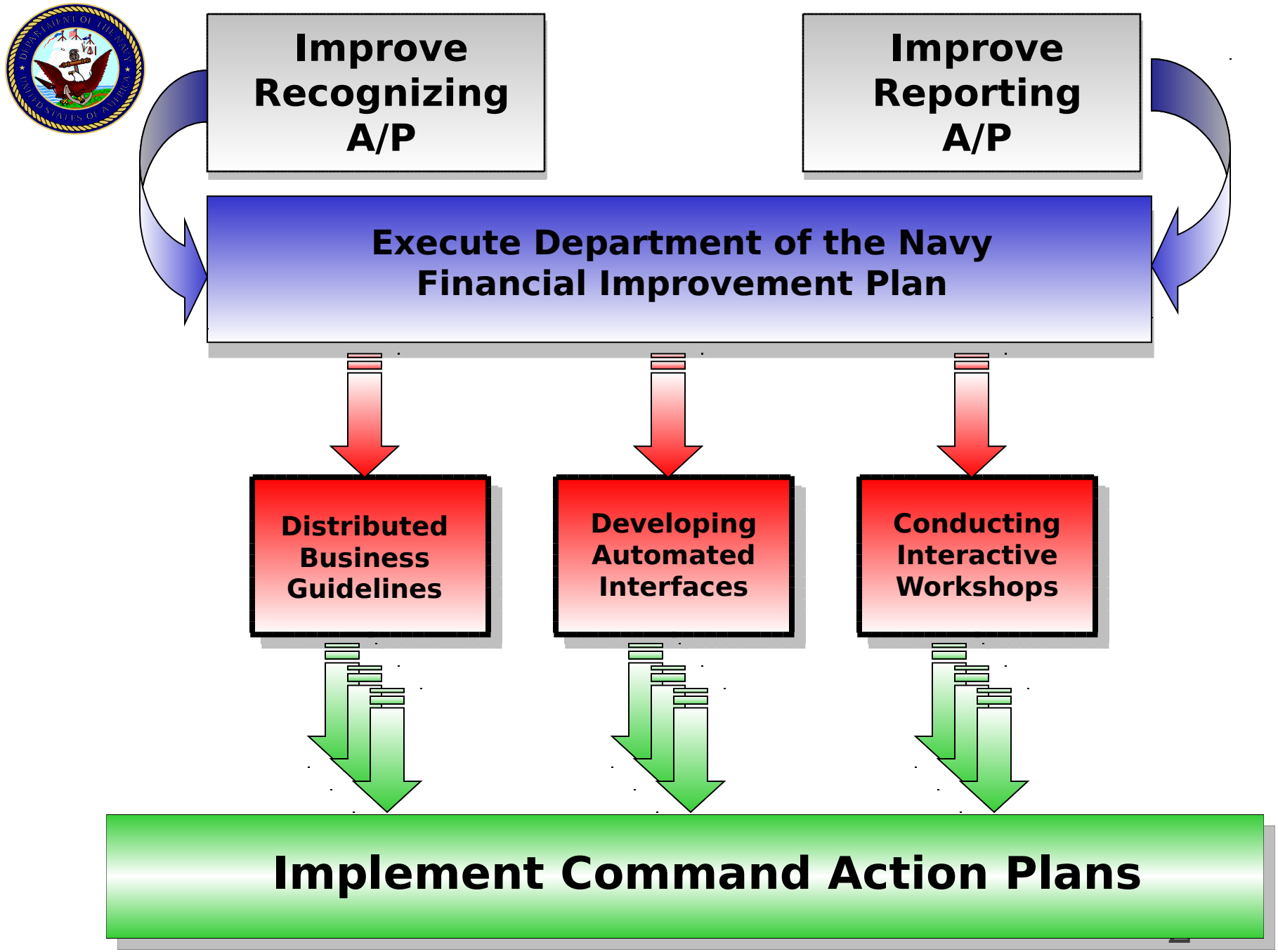
Improve Recognizing A/P
Improve Reporting A/P
Execute Department of the Navy Financial Improvement Plan
Distributed Business Guidelines
Developing Automated Interfaces
Conducting Interactive Workshops
Implement Command Action Plans

BUSINESS GUIDELINES

* Distributed Business Guidelines to:
  - Support commands in developing a strategy to begin recognizing A/P
  - Assist commands in maintaining compliance with the Department of Defense Financial Management Regulation accounting policy for payables as prescribed in Volume 4, Chapter 9
* Business Guidelines included:
  - List of transaction types that result in recognizing A/P
  - Events that trigger A/P recognition
  - Examples of receipt and acceptance documentation
  - General ledger impact of A/P
  - Sample internal controls
  - Plan of action guide
  - Process maps and step-by-step narratives

AUTOMATED INTERFACES

* Working with key stakeholders to create an electronic data interchange between certain Defense systems and the official accounting system to automate recognizing A/P for select types of business transactions:

System	Transaction
Defense Travel System	Travel and Transportation of Persons
PowerTrack	Transportation of Things
Defense Automated Addressing System (MILSTRIP)	Supplies and Materials
Wide Area Workflow	Other Contractual Goods and Services
Citibank CitiDirect	Purchase Card

INTERACTIVE WORKSHOPS

* Conducting workshops with commands to address and resolve common issues in recognizing A/P and develop practical solutions. Three workshops are in the pipeline:
  - 27 October 2004 – Reimbursable Work Orders – Government
  - 17 November 2004 – MILSTRIP (target date)
  - 15 December 2004 – Vendor Pay (target date)

COMMAND CONTRIBUTIONS NEEDED

* Begin recording A/P transactions in a timely fashion either manually or through an automated solution
* Document your proposed A/P processes or update your current processes
* Develop a plan of action now for how you will accomplish recording A/P transactions and how you will measure progress
  - Plan of action guide and instructions included in Business Guidelines
  - Plans due no later than 3 December 2004